

**Student Enrolment Form**

**Please return the completed form attached with copy of Identification Card (Front & Back)/Passport and relevant certificate/s at Cambodian Garment Training Institute (CGTI) National Road No 4, Phum Trapeang Kul, Sangkat Kantouk, Khan Posenchey, Phnom Penh, Cambodia.**

*All personal particulars will be treated as confidential by CGTI.  However particulars may be released to Government agencies where required.*

*\*please tick where appropriate*

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| **Section A: Application Details** |
| **Course Title:**  |
| **Are you applying for the Place and Train Program?** [ ]  Yes [ ]  No  |
| **Are you taking a loan from the bank for the course fee?** [ ]  Yes [ ]  No  |
| **Section B: Personal Details** |
| **Salutations:** [ ]  Mr [ ]  Mrs [ ]  Mdm [ ]  Ms [ ]  Dr | **Full Name:**  |
|  | *(As it appears in your National Identification/Passport. Please underline surname/last name)* |
| **Date of Birth:***(dd/mm/yyyy)* | **ID/Passport Number:**  | **Gender:**[ ]  F [ ]  M |
| **Contact Address:**  |
| **Contact Number: (Home)  (Mobile)**  | **Email:**  |
| **Learning Challenges:** [ ] Hearing Difficulty [ ] Poor Eyesight [ ] Mobility [ ] Others, please specify:  [ ] Medical Condition, please specify:  |
| **Section C: Emergency Contact Person Details** |
| **Name:**  | **Contact Number: (Home)**  **(Mobile)**  |
| **Relationship:**  |  |
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| **Section D: Educational Qualification Details** *to your highest qualification obtained)* |
| [ ]  No formal qualification [ ] Lower primary [ ]  Grade 1 to 6  |
| [ ]  High School Grade 7 to 10 [ ]  Certificate [ ] Diploma [ ] Professional Qualifications |
| [ ]  Bachelor Degree [ ] Master Degree [ ]  Doctorate Degree |
| **Section E: Literacy**  |
| Written English | [ ]  Good [ ] Fair [ ] Poor | Written Chinese | [ ]  Good [ ] Fair [ ] Poor |
| Spoken English | [ ]  Good [ ] Fair [ ] Poor | Spoken Chinese | [ ]  Good [ ] Fair [ ] Poor |
| English Comprehension | [ ]  Good [ ] Fair [ ] Poor | Chinese Comprehension | [ ]  Good [ ] Fair [ ] Poor |
| **Section F: Employment Details** |
| **Currently Employed:**[ ] Yes [ ]  No | **Years of working experience:** Years *(Compulsory)* | **Industry employed in:**  |
| **Employment History** *(Please start with your current employment)* |
| **Name of company** | **Designation** | **Length of Service** | **Description of Job Responsibilities & Experience** |
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| **Salary Range** *(in USD, tick in the box next to the current salary range)* |
| Below $150 |[ ]  $150 – $249  |[ ]  $250 – $349  |[ ]  $350 – $449 |[ ]
| $500 - $649  |[ ]  $650 - $849 |[ ]  $850 - $1049 |[ ]  $1050 and above |  |

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| **Section G: How did you get to know CGTI?** *(you may choose more than 1 source)* |
| [ ]  **Google Search**  | [ ]  **Facebook** [ ]  **Email**  |
| [ ]   **Exhibition** | [ ]   **Word of Mouth** [ ]   **Newspaper Ad** |
| [ ]  **Others (please specify):**  |

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| **Section H:** (to be completed by Applicant) |
| I agree to receive marketing and industry updates from CGTI via: [ ]  SMS [ ]  PHONE CALL [ ]  EMAIL |
| [ ]  I give consent to CGTI to use the personal data, photographic images, videos, etc., which are collected from me for use for student matters as well as sharing with relevant third parties such as Cambodian Government and for sending information, updates on courses, training purpose, pastoral care services and for our marketing and promotion events and activities. I acknowledge that I may withdraw my consent by writing to CGTI at CGTI provided that I give at least one month’s written notice to CGTI of such withdrawal.  |

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| **Section I: Application Declaration** |

I declare all the information given by me in this application is true and correct. I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorise any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions stipulated by CGTI.

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| Signature / Date |

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| **Section J: Payment Details / Mode of Payment***(PLEASE TICK THE PAYMENT METHOD THAT YOU ARE USING)* *Payment shall be made by* ***Student*** *upon Company’s issuance of Letter of Appointment for the 12 months’ work attachment* |
| By Cash **:** [ ]  | By Cheque **:** [ ]  | By Micro Financing **:** [ ]  |

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| **Section K: Sponsoring Company Details** *(if you are sponsored by your employer, please proceed to fill up company details, otherwise, CGTI will match you with the respective participating companies. Placement is subject to mutual agreement by the company and the student (after interview).* |
| **Name of Sponsoring Company:**  | **GMAC Membership No.:**  |
| **Address:**  |
| **Contact No:**  | **Fax:**  | **Email:**  |
| **Name and Designation of Authorised Personnel:**  |
| **Signatory of Authorised Personnel with Company Stamp:**  |

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| **Section L: Enrolment Checklist***(Please tick if document is provided)* |
| [ ]  | Enrolment Form (Completed and Signed) |  |
| [ ]  | National Identification / Passport (Photocopy) |
| [ ]  | Highest Academic Qualification Certification and Transcript (Photocopy)***Note:*** *original copy must be shown for verification purpose* |
| [ ]  | English Certificates |
| [ ]  | Pre-Course Counselling Form\* |  |
| [ ]  | Latest CV  |  |  |  |

*\* Applicant will have to undergone pre-course counselling with CGTI Staff, and sign these forms accordingly.*

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| **Section M: For Official Use by CGTI only** |
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| **Section N: Terms and Conditions (Important)** |

1. **Refund Policy**

Once a course has been confirmed and paid for, the following policy will apply.

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| **% of Course Fees Paid** | **If Student’s written notice of withdrawal is received:** |
| [90%] | more than [14] days before the Course Commencement Date |
| [50%] | [4 - 14] days before the Course Commencement Date |
| [30%] | [3] days before the Course Commencement Date |
| [0%] | [2] days before the Course Commencement Date |

**Note**: The above policy does not apply for short professional courses with 2 days duration or less.

In the event that the registered student is unable to attend, a replacement can be appointed for the entire course. However, this is not allowed once the course has commenced.

1. **Graduation Requirements**

Upon completion of the required modules, students will be awarded the Certificates provided they have met the following requirements:

* 75% attendance rate (Based on training hours per module)
* 70% competency in the respective modules (assessments will be conducted immediately after each module)
1. **Certificate Collection**

CGTI will notify students when their certificates are ready. CGTI will print hardcopy of certificate and transcript which student can then self-collect.

1. **Appeal Process**

Any appeal to review the assessment outcome will require completion of the Appeal Form and has to be submitted to CGTI, within 1 week after the assessment date. There will be an appeal fee of USD$20 (exclusive of prevailing taxes). Appeal outcomes will be known within 10 days of submission.

1. **Disclaimer Clause**

CGTI reserves the right to change the course schedule and trainer. However, CGTI will use utmost effort to inform students on any changes within 5 working days before class commencement.

CGTI reserves the right to cancel or re-schedule the class, or change the course fee without prior notice. The terms and conditions set may be modified or amended without prior notice.

1. **Course and Training Materials**

All course and training materials provided in the course are protected by copyright laws, and must not be reproduced, republished, distributed, transmitted, displayed, broadcast or otherwise exploited in any manner without written permission of CGTI. All course and training materials are solely for personal and non-commercial use only.

1. **Liability**

I am fully aware that in the event that if I do not meet the 75% attendance and 70% competency for all modules, I will not be entitled to any sponsorships/study awards.

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| **Information for Internal Reference Purpose** |
|  **Rev No.**:  | Rev 02 | **Effective** **Date** :  | 30 March 2017 |